

**BY ORDER OF THE
SECRETARY OF THE AIR FORCE**

AIR FORCE INSTRUCTION 21- 111

25 JULY 2005



Maintenance and Munitions Operations

***ADVANCED MAINTENANCE
AND MUNITIONS OFFICER
EDUCATION PROGRAM***

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements AFD 21-1, *Air And Space Maintenance*. It is the basic Air Force directive for the Advanced Maintenance and Munitions Officers Education Program (AMMOEP) and forms the basis for the USAF Advanced Maintenance and Munitions Officer School (USAF AMMOS). The organization, responsibilities, and procedures for the AMMOEP are detailed in this instruction. Additionally, the USAF AMMOS student selection and graduate management program is described in this instruction. This instruction applies to all units involved with the employment of Air Force forces. All subordinate organizations, including individual units, may supplement this instruction to cover unique requirements. Forward supplements to HQ ACC/LGQT. Send comments and suggested improvements to this publication on AF Form 847, Recommendation for Change of Publication, through channels, to HQ ACC/LGQT, 130 Douglas Street, Suite 210, Langley AFB, VA, 23665-2789. E-mail address is: ACCLGOT@LAN- GLEY.AF.MIL.

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Chapter 1

GENERAL GUIDANCE

1.1. Objective and Scope

This instruction specifies the responsibilities associated with the selection and management of all USAF AMMOS candidates and graduates. Due to the diversity of missions throughout the Air Force, this instruction provides only common, required actions. Specific programs may require MAJCOM, NAF, wing, maintenance group, or squadron supplements to this instruction. A graduate of the USAF AMMOS possesses the knowledge and skills necessary to provide expert advice on logistics related requirements, plans, applications, and issues at AEF lead wings, numbered air forces (NAFs) and unified commands. The graduate is trained in and is familiar with operational and expeditionary maintenance and munitions techniques and procedures, air operations center (AOC) operations, AFFOR Staffs, logistics combat employment, and Combat Air Force (CAF)/Mobility Air Force (MAF) combat support tactics, techniques, and procedures (TTPs).

1.2. USAF AMMOS Guidance

Chapter 2 describes MAJCOM program development.

1.3. USAF AMMOS Selection, Active Duty

Chapter 3 describes MAJCOM active duty USAF AMMOS nomination, waiver, and selection procedures.

1.4. USAF AMMOS Selection, Air Reserve Component

Chapter 4 describes Air Reserve Component (Air National Guard and Air Force Reserve) USAF AMMOS nomination, waiver, and selection procedures.

1.5. USAF AMMOS Graduate Management

Chapter 5 establishes AF/ILM as the USAF AMMOS graduate management OPR and provides USAF AMMOS graduate assignment and utilization guidance.

1.6. USAF AMMOS Graduate Feedback Program

Wing leadership will ensure graduate feedback requests are completed and returned to USAF AMMOS within the requested timelines.

1.7. USAF AMMOS Eliminations

The USAF AMMOS/CO will closely monitor student performance throughout the course and will eliminate students who perform poorly or prove they cannot fulfill the graduate role.

Chapter 2

ADVANCED MAINTENANCE AND MUNITIONS OFFICER EDUCATION PROGRAM (AMMOEP) GUIDANCE

2.1. Policy

This instruction does not conflict with, nor repeat, basic responsibilities assigned in other instructions and directives. Units must use all applicable instructions and directives when developing their programs.

2.2. Graduate Role

Much effort and investment is made in selecting and developing the right aircraft and munitions maintenance officers to fulfill the graduate role. Only officers with the highest potential and experience sets can satisfy the role of a graduate. It is incumbent on MXG/CCs to understand the skills the graduate brings back to the operational mission and tailor their duties to capitalize on their strengths, while using them to improve the combat capability of their maintenance complex and ultimately their wing. The graduate's first task upon return to their operational unit is to brief unit leadership on the AMMOEP and facilitate a plan to employ their unique skills/knowledge to expand combat capability. Simply put, the graduate is charged with a three-part role that is closely aligned to the USAF Weapons School graduate—Producer, Instructor, and Advisor.

2.2.1. Producer

The primary role of graduates is to take a special skill set to their respective organizations and make a profound impact on combat capability. Whether it is planning and preparing for or executing the expeditionary mission, the graduates are uniquely qualified in the USAF distinct capability of Agile Combat Support.

2.2.2. Instructor

USAF AMMOS graduates have honed their instructional abilities throughout the course and are prepared and expected to instruct once they return to their operational units. MXG/CCs determine the topics, venues, and the audience for instruction based on unit needs. The aircraft and munitions maintenance tactics, techniques, and procedures (TTPs) are a good source of combat support topics that can be used for instruction. By instructing, graduates assist unit leadership to execute combat support training and education and therefore, can play a key role in combat capability improvement.

2.2.3. Advisor

The MXG/CC is the wing commander's lead agent for maintenance capability and its affect on overall combat capability. USAF AMMOS graduates have a unique skill set to offer and can be used at the discretion of the wing leadership to achieve combat support objectives, particularly during periods of contingency planning and execution.

2.3. Graduate Status

2.3.1. At the wing/unit level, in garrison, USAF AMMOS graduates have the technical knowledge to perform as technical advisors to wing leadership on combat logistics operational planning and employment. The MXG/CC should use the graduate to:

2.3.1.1. Develop and participate in instructional programs aimed at teaching personnel the functions, capabilities and limitations, applications, and tactics of maintenance and munitions systems and processes. These programs should be conducted on a monthly basis. Suggested venues for the instructional programs and training include, but are not limited to, officers' calls, training meetings, deployment spin-up preparation, Logistics Officers' Association meetings, etc.

2.3.1.2. Assist the unit in identifying logistics systems and process deficiencies. Advise commanders on necessary actions or programs to correct the deficiencies.

2.3.1.3. Assist in the development of training exercises and planning documents (e.g., expeditionary site plans [ESP]) to improve the integration of combat support capabilities into the AEF warfighting capabilities.

2.3.1.4. Coordinate with maintenance, munitions and logistics agencies, AEF and other CAF and MAF units, command and control (C2) agencies and other base organizations (e.g., weather, security forces, services, etc.) to improve combat support effectiveness, training, and integration.

2.3.1.5. Establish and maintain liaison with operations functions to identify and solve ops/maintenance/munitions-related issues.

2.3.2. When the unit deploys, USAF AMMOS graduates have the ability to serve as a technical advisor to the deployed Air and Space Expeditionary Task Force (AETF) commander on combat support operational employment and blue order of battle capabilities. Graduates can assist in:

2.3.2.1. Establishing a fully effective maintenance and munitions organization at the deployed location and ensure combat support activities are optimized to meet mission requirements.

2.3.2.2. Coordinating with maintenance, munitions and logistics agencies, other AEF units, command and control (C2) agencies (such as AFFOR Staff), and other base organizations to improve the integration and effectiveness of combat support contributions to mission accomplishment.

2.3.2.3. Establishing and maintaining liaison with operations functions to identify and solve ops/maintenance/munitions-related issues.

2.3.3. Although the preponderance of graduates will not initially be assigned to NAFs or unified levels, some could be. At these levels, graduates are the technical advisors to respective commanders on combat logistics operational employment and blue order of battle capabilities. Graduates can assist:

2.3.3.1. The development of training exercises and planning documents (e.g., operations plans [OPLAN]), to improve the integration of maintenance and munitions combat support capabilities into the AEF warfighting capabilities.

2.3.3.2. The staff in identifying maintenance and munitions combat logistics systems and process deficiencies. They can also advise commanders on necessary actions or programs to correct the deficiencies.

2.3.3.3. The development of and conduct instructional programs aimed at teaching personnel the functions, capabilities and limitations, applications and tactics of the theater maintenance and munitions combat support infrastructure.

2.3.3.4. The coordination between maintenance, munitions and logistics agencies, AEF units, C2 agencies (such as AFFOR Staff), and other organizations to improve logistics-related systems and process integration.

2.3.4. Although the preponderance of graduates will not initially be assigned to the headquarters level, some could be. At this level, graduates are responsible for:

2.3.4.1. Integrating maintenance and munitions combat logistics capabilities into strategic planning, crisis action planning, exercises, experiments, and war games.

2.3.4.2. Establishing maintenance and munitions combat support employment and techniques/procedures training standards.

2.3.4.3. Identifying training deficiencies and recommending corrective actions through appropriate channels.

2.3.4.4. Continuously monitoring the status of maintenance and munitions combat support training and recommending improvements as appropriate.

2.3.4.5. Remaining aware of combat support capabilities, processes, systems, and techniques/procedures, developments and improvements and incorporating those changes as appropriate; as well as proposing modifications to USAF combat support doctrine, capabilities, employment, and tactics when appropriate.

2.3.5. USAF AMMOS graduates will be experts in the full array of maintenance and munitions combat support capabilities and related applications that integrate with the AEF and AOC operations. Graduates are highly versed in effective communication and instructional techniques. They are familiar with USAF doctrine and with the structure and policies of the AEF, and can interface with all elements, to improve the effectiveness and readiness of combat forces.

2.4. Tactics/Techniques/Procedures (TTP) Development Program

USAF AMMOS graduates are expected to participate in the development and formalization of TTPs for maintenance and munitions operations. In addition, they are responsible to wing leadership to ensure a methodical TTP education and training program is established. Because the USAF AMMOS curriculum captures and teaches TTPs, graduates are uniquely suited to execute the program and enhance the combat support knowledge of wing personnel. This training will expand combat capability through advanced education and training.

Chapter 3

ADVANCED MAINTENANCE AND MUNITIONS OFFICER SCHOOL SELECTION (ACTIVE DUTY)

3.1. Purpose

This chapter describes the procedures for nominating and selecting active duty USAF AMMOS students and the responsibilities of the agencies involved. The primary goal for the USAF AMMOS selection board is to select the most qualified officers in the Air Force.

3.2. Responsibilities

3.2.1. HQ ACC/LG will:

- 3.2.1.1. Be responsible for the overall conduct of the USAF AMMOS.
- 3.2.1.2. Serve as the waiver authority for all USAF AMMOS nominees.
- 3.2.1.3. Approve the preliminary selection board results prior to release.

3.2.2. ACC/LGQ will:

- 3.2.2.1. Serve as the selection board president, or, if unavailable, provide a suitable replacement. The selection board president is responsible for the conduct and overall leadership of the selection board. In coordination with the USAF AMMOS/CO, the board president will select the board dates, review selection criteria, ensure the board progresses IAW this instruction and report results.
- 3.2.2.2. Ensure all nomination packages meet USAF AMMOS criteria and provide consolidated nominee list to AFPC/DPASL for selection board consideration. In addition, provide waiver packages to the ACC/LG for approval/disapproval action.
- 3.2.2.3. Provide ACC/LG the preliminary selection board results NLT 14 days after selection board completion.
- 3.2.2.4. Ensure MAJCOM USAF AMMOS class quotas (based on selection board results) are entered into the formal training system (OTA).

3.2.3. MAJCOMs will:

- 3.2.3.1. Prior to the selection board, review all assigned nominations to ensure they are consistent with the nomination criteria.
- 3.2.3.2. MAJCOMs, as tasked, will provide one Lt Col 21A or 21M, with aircraft maintenance and/or munitions experience, representative for the selection board. This representative must be familiar with the command's nominations.
- 3.2.3.3. Ensure MAJCOM USAF AMMOS selectees are loaded into the formal training system (OTA).
- 3.2.3.4. Develop a process to ensure the highest caliber nominees are being submitted.

3.2.4. AFPC/DPASL will:

3.2.4.1. Support the selection board. This includes, but is not limited to, preparation of evaluation folders, providing board facilities, billeting, transportation, and selectee demographics.

3.2.4.2. Coordinate the preliminary selection board results through the HQ ACC/LG via HQ ACC/LGQT.

3.2.5. Individual units will:

3.2.5.1. Provide a complete selection package. These packages must be in the requested format and contain all the information specified in the selection board announcement message. Failure to provide the required information could result in the disqualification of the nominee.

3.2.5.2. Ensure nominees meet the highest quality force standards, are physically fit IAW AF standard, and convey the most professional military image.

3.2.5.3. Not submit additional paperwork (e.g., additional recommendation letters or letters of endorsement).

3.2.5.4. Prioritize multiple nominees in the Wing/CC (or equivalent) letter of endorsement to the board president in accordance with the selection board announcement message.

3.3. Nomination Criteria

3.3.1. The Air Force Education and Training Course Announcements (ETCA) and the selection board announcement / student nomination message establish USAF AMMOS nomination criteria. In all cases, the nomination message supercedes the ETCA. The ETCA is located at <https://etca.randolph.af.mil>. These criteria are designed to ensure selection of the most highly qualified individuals who will enhance combat capability throughout the Air Force. USAF AMMOS graduates will not be eligible to compete for other career broadening programs for two years after graduation. The USAF AMMOS seeks only the finest officers and tactical instructors. These officers must exhibit an extraordinary amount of intelligence, dedication, technical skills, military bearing, and professionalism. Finally, these officers must be outstanding role models for their peers and subordinates. Do not consider unit retainability and/or time on station when nominating individuals for USAF AMMOS. However, if an individual is not PCS eligible, he/she should be currently assigned to an operational unit or will be after graduation from USAF AMMOS.

3.3.2. Nomination packages will include the following:

3.3.2.1. Data Sheet. Applicants must provide a maximum two page data sheet using the example provided at attachment A. Additional information is available on the HQ ACC/LGQT home page: <https://lg.acc.af.mil/lgq/lgqt/newlgqthome.htm>.

3.3.2.2. WG/CC (or equivalent) letter of endorsement emphasizing professional abilities. WG/CC (or equivalent) is the maximum endorsement level. Prepare the endorsement on separate, single page, letterhead addressed to the Board President, USAF Advanced Maintenance and Munitions Officers School Selection Board. Example endorsement letters are located on the HQ ACC/LGQT home page.

3.4. Waivers

3.4.1. Nominees not meeting established criteria (refer to nomination message) must submit a waiver request through their wing commander (or equivalent) to HQ ACC/LG. HQ ACC/LG is the final

waiver approval authority. The granting of a waiver does not automatically ensure the applicant's selection. It permits the applicant to compete at the board. The USAF AMMOS selection board president and the voting members will make the determination if these individuals will attend the USAF AMMOS based on their potential to serve in the distinctive graduate role. Waiver requests for individuals are evaluated on a case-by-case basis.

3.4.2. Forward nomination packages with waiver requests to HQ ACC/LGQT no later than the application submission date specified in the student nomination message. Address waiver requests to HQ ACC/LG. Include the following information: 1) Specific reason for waiver request 2) Justification for waiver and 3) Other relevant information. An example waiver request is located on the HQ ACC/LGQT home page.

3.5. Selection Board

3.5.1. HQ AFPC will through AFPC/DPASL:

3.5.1.1. Host three USAF AMMOS selection boards each year, each approximately three months prior to USAF AMMOS class start date.

3.5.1.2. Screen USAF AMMOS nominees to ensure they are not in an assignment that would preclude a follow-on assignment to a USAF AMMOS D prefix coded position within 3 to 12 months of USAF AMMOS graduation. Identify nominees not available for assignment (due to assignment codes) and remove from board consideration. Provide ACC/LGQT the results of their screening for ACC/LG approval.

3.5.1.3. Facilitate board proceedings and act as an adviser to the board.

3.5.2. The board president will:

3.5.2.1. Instruct board members on their duties and ensure the board is efficiently executed.

3.5.2.2. Resolve questions on procedures, policies or selection criteria.

3.5.2.3. Review board recommendations to ensure selections are fair and equitable.

3.5.2.4. Only vote in case of a tie that cannot be resolved.

3.5.2.5. Forward names of school selectees and three alternates (quality permitting) to the ACC/LG for approval and release to other MAJCOM/LGs.

3.5.3. HQ ACC/LG, HQ USAFE/A4, HQ PACAF/LG, HQ AETC/LG, HQ AFSPC/LC, HQ AMC/A4, AFSOC/LG, and AFMC/LG, will provide one voting member. Selections are based on ratings made by voting members only.

3.5.4. USAF AMMOS selection boards will select the most qualified nominees, regardless of unit or command retainability and will not consider command apportionment.

3.6. Selectees

3.6.1. USAF AMMOS selectees will attend classes as specified in the ACC/LG selection board results message. Immediately upon selection notification, all primary and alternate selectees must contact their unit security managers to ensure their secret clearance will remain current for the duration of their USAF AMMOS class. The USAF AMMOS/CO will disenroll individuals without the proper clearance. Reference ETCA for specific security requirements.

3.6.2. Selectees must ensure they meet all course entry criteria listed in the nominee / selection board message prior to each class start date. If an individual is unable to meet course entry criteria due to extenuating circumstances, send a waiver request to HQ ACC/LGQT. Address waiver requests through their wing commanders (or equivalent) to HQ ACC/LG. Include the following information, 1) Reason for waiver request, 2) Justification for waiver and 3) Other relevant information. The USAF AMMOS/CO will disenroll individuals reporting to the USAF AMMOS who do not meet established criteria and do not have a waiver.

3.6.3. Situations can occur that impact selectees' availability to attend USAF AMMOS. These situations (due to sickness, injury, real world operations, etc.) will be handled on a case-by-case basis. The selectee's MXG/CC must contact the appropriate MAJCOM and state the reason(s) for the selectee's inability to attend. MAJCOMs will subsequently notify HQ ACC/LGQ. HQ ACC/LGQ will notify the USAF AMMOS and HQ AFPC. Units must inform MAJCOMs as soon as possible if a primary selectee cannot attend USAF AMMOS. It is imperative to make the non-attendance determination as soon as possible so that HQ ACC/LGQT can notify an alternate to attend USAF AMMOS

3.6.4. While attending USAF AMMOS a student may be grandfathered to attend a subsequent class due to circumstances beyond their control. Examples are: illness, injury, family emergencies and real world operations. HQ ACC/LG is the final approval authority for all grandfathering decisions.

Chapter 4

ADVANCED MAINTENANCE AND MUNITIONS OFFICER SCHOOL SELECTION (AIR RESERVE COMPONENT)

4.1. Purpose

This chapter describes the procedures for nominating and selecting Air Reserve Component (ARC—AFRC and ANG) USAF AMMOS students and outlines the responsibilities of the agencies involved. The main objective of the nomination and selection process is to train the most qualified officers who, as graduates, will provide the expertise and leadership necessary to accomplish the Air Force mission.

4.2. Responsibilities

4.2.1. HQ ACC/LG will establish the allocation for ARC at the USAF AMMOS. HQ AFRC/LG and HQ ANG/LG, or their designated representatives, will review and approve the proposed nominees prior to the USAF AMMOS selection board. ARC selections will alternate between AFRC and ANG. Both the AFRC and ANG will fill one quota each year, and may be able to fill additional quotas if they are able. ARC is limited to 1 quota per class. If either the AFRC or ANG are unable to fill a class quota, they must notify ACC/LGQ and ACC/LGQT via Email NLT 30 days prior to the specific selection board. The Active Duty component will fill any quota that the ARC cannot fill.

4.2.2. HQ AFRC/LG, and HQ ANG/LG will:

4.2.2.1. Act as OCR for this instruction. They will coordinate changes as directed by the HQ ACC/LG to ensure mutual understanding of the nomination and selection board policies and procedures.

4.2.2.2. Be responsible for the conduct and/or oversight of their respective USAF AMMOS selection boards. As such they will ensure selection board presidents advise members on selection criteria and conduct the boards IAW this instruction.

4.2.2.3. Notify ACC/LGQ of their USAF AMMOS selectee as soon as possible but NLT 90 days prior to class start date.

4.2.3. HQ AFRC/LGQ and HQ ANG/LGM or designated representative, will be the OPR for their respective USAF AMMOS selection boards.

4.3. Nomination Criteria

4.3.1. Individual units will make nominations and provide complete selection packages for ARC USAF AMMOS training slots to their respective selection boards. ARC criteria mirror the active duty criteria as much as possible in order to select qualified individuals with the credentials and experience level that enhance their utilization.

4.3.2. Nomination packages will include the following (ARC components may have additional requirements. Contact ANG/LGM or AFRC/LGM for specifics):

4.3.2.1. Data Sheet. Applicants must provide a maximum two page data sheet using the example provided at attachment A. Additional information is available on the HQ ACC/LGQT home page: <https://lg.acc.af.mil/lgq/lgqt/newlgqthome.htm>.

4.3.2.2. WG/CC (or equivalent) letter of endorsement emphasizing professional abilities. WG/CC (or equivalent) is the maximum endorsement level. Prepare the endorsement on separate, single page, letterhead addressed to the Board President, USAF Advanced Maintenance and Munitions Officers School Selection Board. Example endorsement letters are located on the HQ ACC/LGQT home page.

4.3.3. Send USAF AMMOS selection packages to AFRC/LGQ or ANG/LGM. ARC should then send selectee and alternate to:

HQ ACC/LGQT, 130 Douglas Street, Suite 210, Langley AFB, VA, 23665-2789 or e-mailed to HQ ACC/LGQT at ACCLGOT@LANGLEY.AF.MIL

4.4. Waivers

4.4.1. Nominees not meeting established criteria must submit a waiver request through their wing commanders (or equivalent) to HQ ANG/LGM or HQ AFRC/LGQ. The ARC will evaluate and forward to HQ ACC/LGQ.

4.4.2. Waiver requests must be signed by the WG/CC (or equivalent) and must include the reason for waiver request, justification for waiver and other relevant information; and must accompany the selection package.

4.4.3. AFRC and ANG nominees are automatically granted an exception for maximum years of TAF-CSD; but grade can not be above 0-4.

4.4.4. The final approval authority for respective ARC waiver requests is HQ ACC/LG.

4.5. Selectees

ARC USAF AMMOS selectees will attend classes as specified in the HQ ACC/LGQ USAF AMMOS Student Selectee message.

4.5.1. Upon notification of selection, all primary and alternate selects not possessing the security clearance required of their respective courses must contact their unit security managers and submit applicable paperwork within 10 working days. Failure to complete security clearance paperwork in a timely manner may result in individuals being denied course attendance. Reference ETCA for specific security requirements.

4.5.2. Selectees must ensure they meet all course entry criteria prior to class start date. If an individual is unable to meet course entry requisites due to extenuating circumstances, send a waiver request to HQ ACC/LGQ as appropriate for ARC units. Include the following information: reason for waiver request, justification for waiver and relevant collateral data. The USAF AMMOS will out-process individuals reporting to the USAF AMMOS who do not meet minimum requisites and do not have a waiver.

4.5.3. Situations can occur that impact selectees availability to attend USAF AMMOS. These situations (due to sickness, injury, real world operations, etc.) will be handled on a case-by-case basis. The selectee's unit must contact AFRC/LGQ or ANG/LGM, as appropriate, and state the reason(s) for the selectee's inability to attend. AFRC/LGQ or ANG/LGM, as appropriate, will subsequently notify HQ ACC/LGQ. HQ ACC/LGQ will notify the USAF AMMOS and HQ AFPC. Units must inform AFRC/LGQ or ANG/LGM, as appropriate, as soon as possible if a primary selectee cannot attend USAF AMMOS. It is imperative to make the non-attendance determination as soon as possible so that HQ

ACC/LGQ can notify the first alternate to attend USAF AMMOS and complete the mandatory spin-up training.

4.5.4. While attending USAF AMMOS a student may be grandfathered to attend a subsequent class due to circumstances beyond their control. Examples are: illness, injury, family emergencies and real world operations. HQ ACC/LG is the final approval authority for all grandfathering decisions.

Chapter 5

ADVANCED MAINTENANCE AND MUNITIONS OFFICER SCHOOL GRADUATE MANAGEMENT

5.1. Purpose

This chapter provides specific guidance on USAF AMMOS graduate assignments, utilization and establishes D-prefix manning levels. This chapter establishes HQ ACC/LGQ as the USAF AMMOS graduate management OPR. HQ ACC/LGQ will coordinate with applicable air staff, MAJCOM, and AFPC agencies on all D-prefix manpower actions to ensure requirements reflect adequate justification for assignment of the D-prefix. ARC USAF AMMOS graduate management, utilization, and related policies are the responsibility of HQ AFRC/LGM and HQ ANG/LGM, respectively.

5.2. Assignments

Assignments for active duty USAF AMMOS graduates will primarily be to operational units based on vacancies/requirements reflected on the master D-prefix billet listing managed by AF/ILMM. Exceptions may be made on a case by case basis in consideration of such things as Join Spouse and TOS; however, the operational need for USAF AMMOS graduates exceeds student production capacity and will in all cases outweigh personal desires. The AF/ILM will be the approval authority for all exceptions.

5.3. Graduate Utilization as USAF AMMOS Instructors

USAF AMMOS will follow these guidelines concerning graduate utilization as USAF AMMOS instructors:

5.3.1. USAF AMMOS/CO will identify the most highly qualified USAF AMMOS graduates for USAF AMMOS instructor duty and will coordinate with AFPC/DPASL and HQ ACC/DPAO.

5.3.2. HQ ACC/DPA, LGQ and AFPC/DPASL will man each USAF AMMOS billet at 100%. HQ ACC/DPAO and AFPC/DPASL will attempt to overlap PCS orders when feasible. Failure to properly man each flight with fully qualified instructors may result in graduate production lower than requirements.

5.4. D-Prefix Utilization

The intent is to get maximum utilization from graduates soon after they graduate. As such, AFPC and MAJCOM/DPs will comply with the following USAF AMMOS graduate utilization directives:

5.4.1. USAF AMMOS graduates should be assigned to D-prefix billets until the graduate serves a minimum of three years in D-prefix billets. This can be accomplished in the same D-prefix billet or through assignment to other D-prefix billets at either the graduate's current duty station or upon PCS. This requirement can be waived by AFPC/DPASL through coordination with the 21A/M development team (DT). The DT will vector USAF AMMOS graduates to the second assignment after graduation, which may or may not be a D-prefix position.

5.4.2. If commanders place USAF AMMOS graduates with less than three years D-prefix service into a non D-prefix billet, AFPC and/or MAJCOM/DPA will not attempt to backfill the D-prefix shortage with an USAF AMMOS graduate (although the position may be filled by a non-USAF AMMOS graduate).

5.4.3. If commanders are assigned excess D-prefix personnel, they should assign the most recent USAF AMMOS graduate to the D-prefix billet

5.4.4. Do not use this guidance to preclude formal course or professional military education attendance, command opportunities or other developmental assignments. However, it is critical to program efficiency that USAF AMMOS graduates complete at least three years in a “D” prefix position

5.4.5. USAF AMMOS graduates are assigned IAW paragraph 5.2. AFPC/DPASL will assign graduates to the first assignment after graduation. DPASL will make the assignment according to the needs of the Air Force but IAW the intent of the AMMOEP. The second assignment after graduation will be vectored by the DT, which may or may not be a D-coded position.

5.4.6. AF/ILMM maintains the master D-prefix list. MAJCOMs will coordinate with Air Staff on developing and updating the list. The 21A/M DT will approve the lists. To be considered for a new D-prefix billet, MAJCOMs must submit their request to the DT through their respective DT member.

5.5. Graduate Notification

No later than 30 days after graduation, the USAF AMMOS will forward the name, rank, and SSAN of each USAF AMMOS graduate to AFPC/DPASL, HQ ACC/LGQT, MAJCOM/LG, HQ AFRC/LGM and HQ ANG/LGM as applicable.

DONALD J. WETEKAM, Lieutenant General, USAF
DCS/Installations and Logistics

Attachment 1**USAF ADVANCED MAINTENANCE AND MUNITIONS OFFICER
SCHOOL NOMINATION****Captain Buck C Rogers, 123-45-6789**

(NOTE: ONE WORD DOCUMENT, ADD ENDORSEMENT LETTERS AT THE END)

- TAFCSO: 21 May 95
- DOR: 21 May 99
- AFSC: 21A
- Total Operational Unit Logistics Experience: AFSC 21A: 6 Years (as of Aug '02)
AFSC 21R or 21S/T/G: 1.5 Years
- Aircraft supported by MDS and length of time

DEPLOYMENT HISTORY

- **OPERATIONAL (ONW, OSW, OEF, ONE, ETC.)**
- Training (Red Flag, Maple Flag, Air Warrior, Combat Archer, Ulchi Focus Lens, etc.)

SECURITY CLEARANCE

- Secret (SSBI-960503)

EDUCATION**- Civilian**

- BA, American History, Boston University, 1995

- Military

- List all AFSC related schools and PME with dates attended
- Include Distinguished Graduate award

OFFICIAL DECORATIONS

- List all from highest to lowest

AWARDS (Squadron, Wing, MAJCOM and AF level)**CURRENT DUTY TITLE AND DATE ARRIVED STATION**

- Sortie Generation Flight Commander
- Arrived Langley AFB: 23 Mar '00

DUTY HISTORY

- By unit from current to oldest

NOTEWORTHY ACCOMPLISHMENTS

- List position held in the units above and what you accomplished while assigned there from current to oldest

HOME MAILING ADDRESS

1107 Muskrat Dr, Hampton , VA 23666
Home Phone: (757)-575-5555

Attachment 2**NOMINATION LETTER OF ENDORSEMENT**

MEMORANDUM FOR USAF AMMOS

ATTN: Board Chairman

FROM: 1 FW/CC

SUBJECT: Nomination for USAF Advanced Maintenance and Munitions Officers School
(AMMOS), Captain Buck C. Rogers

1. Captain Buck C. Rogers is my number one choice for the USAF Advanced Maintenance and Munitions Officers School, AMMOS, class XXX. He has earned my highest recommendation and is a star performer and combat leader.
2. Captain Rogers has proven himself to be an outstanding officer. His amazing record of accomplishment speaks volumes about his dedication to excellence and his potential as an AMMOS graduate. His impact on mission accomplishment as a maintenance officer has directly improved the 1FW's combat capability.
3. *A short summary of Capt Roger's aircraft maintenance/munitions operational experience/achievements*
4. I have only seen a few officers of Captain Rodgers caliber during my career. The Air Force will reap big dividends from his attending the AMMOS. Select him for the AMMOS on this board!

//SIGNED//

I Am Best, Colonel, USAF